**Entering a Student into AcceliTrack**

1. **When on homepage, click on “Single Service Recorder” in Record Services Blue Box.**
2. **Click “Select Student.”**
3. **Enter either Student ID or Student Name, Deselect “My Caseload Only.”**
4. **Click “Find.”**
5. **Click on green arrow to select a student, service recorder screen will pop up.**
6. **Enter all data and click “Save.”**